



**City of Kingston
Report to Council
Report Number 16-047**

To: Mayor and Members of Council
From: Lanie Hurdle, Commissioner, Community Services
Resource Staff: Luke Follwell, Director, Recreation & Leisure Services
Date of Meeting: January 12, 2016
Subject: City of Kingston, Limestone District School Board and Kingston Frontenac Public Library Board Partnership – New Secondary School in Kingscourt

Executive Summary:

In July 2015, Council endorsed a staff recommendation to close and dispose of the Kingscourt Library Branch property to the Limestone District School Board (LDSB) in order to support the construction of a new secondary school. At the same July meeting, Council approved the staff recommendation to fast track the construction of a new library branch in Rideau Heights along with the construction of the community centre. Council also directed staff to report back on options to continue to provide some community and library services in the Kingscourt neighbourhood.

Over the past few months, LDSB, City of Kingston (City) and Kingston Frontenac Public Library Board (KFPL) staff have been meeting to discuss community needs and constraints as it relates to delivery of community and library services in Kingscourt.

KFPL staff completed a review of service usage at the Kingscourt Library Branch. Staff concluded that based on community usage for this service over the past few years, a kiosk/vending machine would be appropriate to meet existing needs. On August 25th, KFPL approved an option to purchase and install a library kiosk/vending machine as well as to work with the City and LDSB to have a community space at the secondary school to deliver library programs. The estimated cost to purchase and install the kiosk/vending machine and related amenities is about \$95,000. The operational cost for this service is about \$27,000 per year. These costs have not been incorporated in the capital and operating budgets.

Following the KFPL meeting in August, City and LDSB staff continued discussions around options for community space within the new secondary school. City staff reviewed information on library programs provided at the Kingscourt Library Branch and the community use at QECVI secondary school. It was identified that a “community room” situated within the new secondary

January 12, 2016

Page 2 of 8

school and accessible to not-for-profit organizations, would meet most of the existing use and community needs. The space will be about 1,000 square feet, including the space for the library kiosk/vending machine. The capital cost for this space is estimated at about \$321,000.

The LDSB also identified an interest to have access to soccer fields in Champlain Park which is located right next to the secondary school site. The Park currently has a play structure and an open lawn area. City staff have developed a proposal that would relocate the play structure and make use of the lawn area to construct two soccer fields as well as an area for potential future community gardens. The estimated cost for these park improvements is \$325,000. An estimated operational cost of \$15,000 per year has been identified for additional maintenance. These costs have not been included in the capital and operating budgets.

City and LDSB staff reviewed options to build the simplest partnership that would not impact ownership and operational/maintenance responsibilities of each organization. It was identified that it would be preferable for the LDSB to pay the construction and operating costs of the community room and in exchange, the City would pay for the construction and maintenance of two soccer fields, relocation of a play structure and potential community gardens. This would enable the City and LDSB to set up a partnership that is based on reciprocal use and would maximize both school and community access to a variety of amenities.

This partnership would enable the provision of library services, community programs and enhanced sports fields usage in Kingscourt for a capital investment of about \$420,000 and annual operational costs of about \$42,000 from the City and KFPL. The LDSB would be making a capital contribution of about \$321,000 plus the annual cost to maintain the community room. City, LDSB and KFPL staff have identified this as the most cost effective and comprehensive partnership that meets the community expectations and Council direction.

Recommendation:

That Council endorse the partnership in principle between the City of Kingston, the Limestone District School Board and the Kingston Frontenac Public Library Board to construct appropriate spaces and amenities in the new secondary school and in Champlain Park to provide a combination of library services, community programs and sports fields access as described in Report 16-047; and

That Council direct staff to include \$325,000 in the City of Kingston future capital budget and adjust the operating budget on an annual basis for the construction and maintenance of two soccer fields, relocation of play structure and potential community gardens in Champlain Park; and

That Council direct staff to inform the Kingston Frontenac Public Library Board to include about \$95,000 in its long term capital budget request to City Council for the purchase of a library kiosk/vending machine and related amenities and adjust its operating budget for the annual operations of the library kiosk/vending machine; and

That Council authorize the Mayor and Clerk to sign partnership agreements between the City of Kingston, the Limestone District School Board and the Kingston Frontenac Public Library Board to the satisfaction of the Director of Legal Services.

January 12, 2016

Page 3 of 8

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Lanie Hurdle, Commissioner, Community Services

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Cynthia Beach, Corporate & Strategic Initiatives	Not required
Denis Leger, Transportation, Facilities & Emergency Services	Not required
Jim Keech, President and CEO, Utilities Kingston	
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not required

January 12, 2016

Page 4 of 8

Options/Discussion:**Background**

On June 16, 2015, Council passed the following motion:

“Whereas community groups and residents throughout the City are interested in accessible space for meetings and cultural activities; and

Whereas Council has approved the Culture Plan which recommends the establishment of community hubs to foster cohesive, culturally vibrant spaces for residents of Kingston; and

Whereas approximately \$50 million will be spent on the current site of QECVI for the newly-amalgamated public and secondary schools in the next 4 years, thereby creating a unique opportunity for the Limestone District School Board and City of Kingston to work together to create and manage shared space for the purpose of serving students and residents through the potential for library resources and community meeting space; and

Whereas such a partnership has proven successful between Hayden Secondary School and the municipality of Burlington through a shared Learning Commons, offering innovative programs such as one that provides high school students with volunteer hours for partnering with senior citizens to teach computer applications; and

Whereas planning for public and secondary school designs is underway and any collaborative project for a community hub or learning commons should also be in the planning stages;

Therefore be it resolved that City staff be authorized to work with the Library Board and Limestone District School Board to create space to facilitate community use, including library resources, and report back to the Limestone District School Board, Kingston Frontenac Public Library Board and City Council with preliminary findings for possible partnerships no later than Q3.”

The Kingston Frontenac Public Library Board (KFPL) considered library services options and the relocation of the Kingscourt Library Branch to Rideau Heights at its meeting in June 2015. As a result, the KFPL Board passed the following two motions:

“That KFPL be prepared to dispose of the Kingscourt Branch with proceeds allocated towards the construction of a branch in Rideau Heights (Community Centre) at the earliest stage of construction.

That the KFPL Board explore collaboration with the Limestone District School Board and the City of Kingston to provide accessible public library service to the Kingscourt area.”

In July 2015, City staff presented a recommendation report to Council which outlined a partnership that included the closure and disposal of the Kingscourt Library Branch property to the Limestone District School Board (LDSB) as well as the construction of a new library branch in Rideau Heights. At its July 14th, 2015, Council passed the following motion:

January 12, 2016

Page 5 of 8

“That Council direct staff to work with the Kingston Frontenac Public Library Board to design and construct the Rideau Heights Library Branch as part of the Rideau Heights community hub, including the community centre and Shannon Park; and

That Council approve a budget of up to \$3.3M for the construction of the Rideau Heights Library Branch and that this budget be financed by proceeds of the disposition of the Kingscourt Library Branch, \$170,000 from development charges and the remainder from the Municipal Capital Reserve Fund; and

That Council direct staff to provide a notice to declare surplus of the Kingscourt Library Branch property in accordance with the City’s public notice and disposition policies; and

That Council direct staff to obtain an appraisal for the Kingscourt Library Branch property and negotiate the disposal with the Limestone District School Board at fair market value; and

That subject to Council declaring the Kingscourt Library Branch property surplus at a future Council meeting, Council authorize the Mayor and Clerk to execute an agreement of purchase and sale and any other documents necessary to complete the disposal to the satisfaction of the Chief Administrative Officer and Director of Legal Services; and

That Council direct staff to put the property on the market should the negotiations with the Limestone District School Board not be successful; and

That Council direct staff to continue to work with the Limestone District School Board and Kingston Frontenac Public Library Board and to report back on library service options in the Kingscourt area.”

Following this Council approval, City, LDSB and KFPL staff met to review information as it relates to library programs and community programs in the Kingscourt neighbourhood.

Library Services Assessment and Options

KFPL staff completed a review of past library services usage at the Kingscourt Library Branch in order to identify ongoing community needs. The review of Kingscourt Library Branch concluded that the collection circulation and internet/WIFI usage have been the lowest of all City of Kingston’s library branches. Detailed usage information was provided to the KFPL Board members.

KFPL staff presented information and library service options to its Board on August 25th.

Option 1:

This option includes 1,000 square feet of space for public library use. The Library Board, with the support of the City of Kingston, would be required to fund construction of the 1,000 square foot space as well as furnishings and equipment. The space would be adjacent to/or located in the school library with its own entrance. The public library space would contain a small print and audio-visual collection, two public access computers, printer, seating, study table and chairs and staff work station. The area would be staffed by KFPL employees for a portion of the day. The LDSB and KFPL would determine the hours of operation and staffing, access to collections and

January 12, 2016

Page 6 of 8

computers, building and maintenance costs. Space for KFPL programming would be available in the school.

The proposed public library space does not conform to the Library Board's planning documents nor does it not conform to provincial guidelines or best practices for public library space and services. Option 1 does support the Library Board's strategic direction to expand KFPL's use of shared space with other organizations.

This option would not provide space for community programs and is estimated at \$470,000 in capital cost and \$70,000 in annual operating cost.

Option 2:

An automated kiosk or vending machine could provide access to patrons' reserved materials and/or a small collection of materials. There are currently several self-serve options available on the market at different price points. The self-serve options require a smaller footprint of 150 square feet, in comparison to a traditional branch, and could be available for extended hours. The cost of the kiosk or vending machine and construction of the 150 square foot space would be the responsibility of the Library Board through funding from the City of Kingston.

Annual operating costs include internet connectivity, hardware maintenance and staffing costs to deliver reserved materials and/or 'stock' the vending machine. School space for KFPL programs would be available.

Option 2 supports the Library Board's strategic direction to identify alternative approaches to providing access to resources by using fully automated kiosks/vending machines and expanding the use of shared space with other organizations. This option does not provide public access to computers/Internet.

The estimated capital cost for this option is \$186,000 (including construction of the 150 square foot space) and about \$27,000 in annual operating cost.

Option 3:

The LDSB proposed approximately 850 square feet of space adjacent to the school resource centre for general community use, including meetings and library programming. The City of Kingston is would be funding construction of this portion of the building and the LDSB has agreed to fund the cost of operating this space.

KFPL would be able to use the community space and other school space for programming. This option does not provide public access to computers/Internet.

This option has no financial impact on the Library Board.

Option 4:

Option 4 is a combination of Options 2 and 3. This provides access to a small collection of materials and/or reserved materials and to programming space. It does provide public access to Internet and space to deliver library programs as well as community space.

The Library Board approved Option 4 at its August 25th meeting.

January 12, 2016

Page 7 of 8

Community Space and School Use Assessment

City and LDSB staff worked together to review information for non-gymnasium community use at QECVI. The number of community bookings at QECVI ranged between 228 and 492 over a three year period. The most significant use at QECVI has been Pathways to Education. It has been identified that Pathways usually utilizes a classroom setting for its programs and that this will continue in the new secondary school setting. It was determined that a community room of 850 square feet can accommodate the existing use at QECVI as well as additional community and library programs.

It is anticipated that the community room space will have internet access provided through the LDSB. This will allow members of the public to utilize their mobile devices to access internet at no cost. It is also anticipated that the community room will include furniture such as tables, chairs, white board and other boardroom technology.

The intent is to have the community room available at no cost to not-for-profit organizations delivering community programs. The community room will be permitted by the LDSB and will be made available for community use during regular school hours throughout the year and during evenings/weekends/summer days when caretaking staff is working. The LDSB will utilize the space when it is not used for community purpose.

The construction cost of this community room (850 square feet) and library kiosk space (150 square feet) is estimated at \$321,000. The capital cost as well as operational and maintenance costs would be covered by the LDSB.

In exchange for this expanded community service within the new secondary school, the City would construct two new 40M X 60M soccer fields, relocate the existing play structure, build pathways and potential future community gardens in the existing Champlain Park. This park currently has a play structure as well as an open lawn area. The additional amenities would enable school use at no cost during school hours throughout the year. This partnership would be exempted from the City's Sports Field Allocation Policy. The fields would be available for community bookings outside of school use. The City would be responsible for permitting the use of fields outside of school hours.

The City would cover the estimated capital cost of \$325,000 to upgrade Champlain Park. The City would also cover the increased maintenance cost of about \$15,000 per year.

Notice Provisions:

Not applicable

Accessibility Considerations:

Not applicable

Financial Considerations:

The proposed partnership includes a capital contribution from the City of about \$325,000 for the development of two (2) soccer fields, relocation of a play structure and potential future community gardens and \$95,000 for the purchase and installation of a kiosk/vending machine

January 12, 2016

Page 8 of 8

and other related amenities. There is also an estimated cost of \$27,000 per year to provide library services and an additional \$15,000 per year for the increased park maintenance. The total capital cost of about \$420,000 and the yearly operational cost of about \$42,000 have not yet been included in the capital and operating budgets. Capital investments would be required in 2017 while the operations are scheduled to start in the Fall of 2018.

Contacts:

Lanie Hurdle, Commissioner, Community Services 613-546-4291 extension 1231

Luke Follwell, Director, Recreation & Leisure Services 613-546-4291 extension 1815

Other City of Kingston Staff Consulted:

Damon Wells, Director, Public Works

Other External Stakeholders Consulted:

Debra Rantz, Director of Education, Limestone District School Board

Paul Babin, Superintendent of Business Services, Limestone District School Board

Patricia Enright, Chief Librarian/CEO, Kingston Frontenac Public Library

Exhibits Attached:

Exhibit A Champlain Park Redevelopment Concept

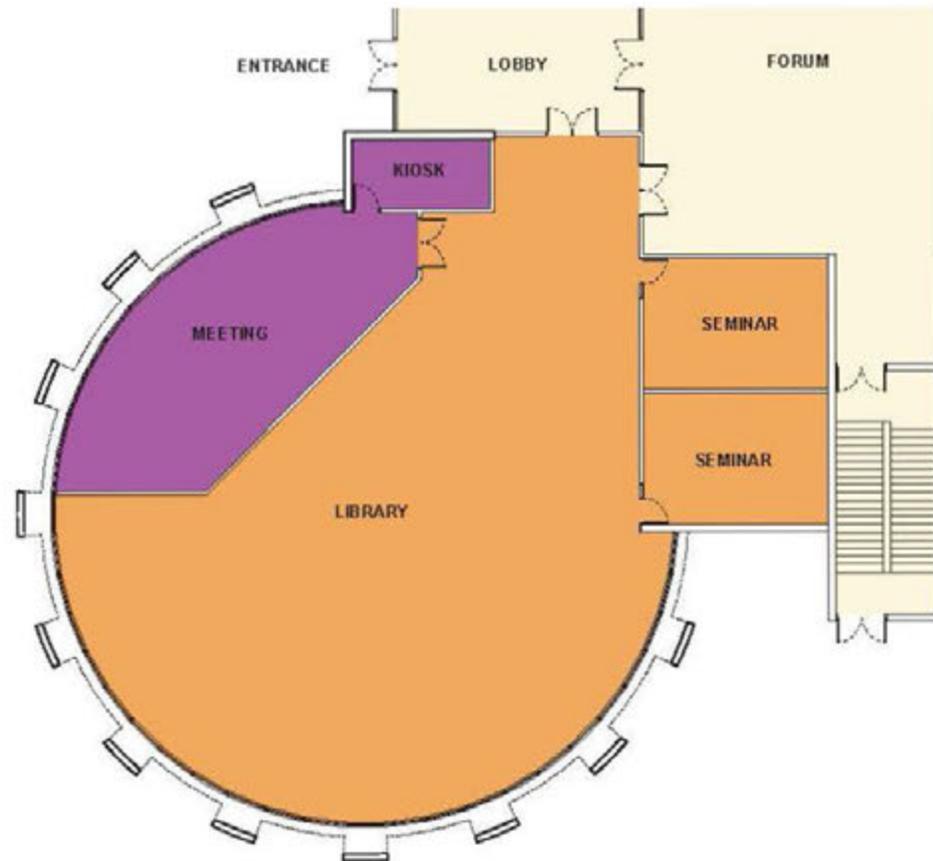
Exhibit B Community/Library Space at the New Secondary School



Champlain Park Redevelopment Concept

Two 40m x 60m soccer fields, potential community gardens and relocated playground





- LEGEND**
- CAFETERIA / LIBRARY
 - COMMUNITY USE
 - CIRCULATION



Ground Floor Plan
KINGSTON NEW INTERMEDIATE / SECONDARY SCHOOL | DRAFT CONCEPT DESIGN
3 NOVEMBER 2015

